



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

International Student Handbook



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Welcome from the International Education Manager



Dear Student,

I welcome you to the Waterford Institute of Technology (WIT). To enhance your stay in Waterford, we have designed this International student handbook, and hope that you enjoy reading about our Institute.

Selecting a college and indeed a course of study is an important yet exciting decision. We realise that you must consider various factors, so we have designed this handbook to profile Ireland and the city of Waterford as an attractive destination for study abroad as well as an insight into WIT and the student facilities available here.

Ireland is a modern and dynamic English speaking nation within the European Union that has a long history and a strong sense of its own culture. Waterford is Ireland's oldest city and is the commercial capital of the South East region.

WIT is one of the largest and most academically reputed state colleges in Ireland. Founded over 40 years ago, it has constantly evolved to cater to the educational needs of our region and further afield. WIT has a growing international student community with students from all over the world and its staff members are committed to both the academic and personal development of all its students, thereby ensuring that your choice of college is a worthwhile investment in your future.

As we say in Irish, "Go n'eiri on bothar libh!". Literally, this means "May the road rise to meet you", and it's a way of wishing you good luck.

A handwritten signature in black ink that reads "Don O'Neill," with a comma at the end. The signature is written in a cursive style.

Don O'Neill
Acting International Education Manager

Great reasons to choose wit

" IT'S HARD TO PUT YOUR FINGER ON WHAT EXACTLY MAKES WIT THAT BIT DIFFERENT FROM THE REST"

Is it the *Sunday Times* ranking WIT Number 1 for graduate employment four years running? Is it the great range of courses? Or the dedication of the academic community to their students? Perhaps it's the friendly atmosphere when you step through the front doors? Or just being in a great city in the sunniest part of Ireland with beaches at every turn? It could be the feeling of being looked after if you ever need to be - a super support service, the excellent (and affordable) accommodation, the sporting history, the clubs and societies, the feeling of belonging... Maybe it's none of those things individually but the unique combination of ALL of those things that makes WIT the special place it is.





A reputation to deliver

WIT has been educating achievers for more than 40 years and will continue to do so long into the future. The Institute's student cohort has grown considerably in that time to be in excess of 10,000. The range of academic courses is extensive covering the Humanities, Health Sciences and Nursing, Science and Informatics, Engineering and Architecture, Business and Education. WIT now confers its own awards at all levels from Higher Certificate to PhD.

The future is bright

Studying at WIT is not just about getting you a job. It's about getting you the best job possible, starting you on the road to a rewarding and enjoyable career. We've been doing that for years now, so much so that the *Sunday Times* University League Table ranked us number 1 for graduate employment for the past four years running and voted us "Institute of Technology of the Year 2009/2010".

A friendly place to study

WIT truly is a community, where staff and students alike tend to know each other's names, say hello in the hallways. Campus life is friendly, relaxed (well, perhaps not around exam time) and social with small classroom teaching helping students to learn quicker, integrate faster. Our students tell us that they love WIT and love Waterford city. It's a lively, fun, challenging and safe place to study, and to live.

A sporting life

If sport is your thing (at any level or perhaps you are a keen follower) WIT is most certainly the place for you. The college is renowned for its sporting prowess, most notably on the hurling pitch, but also across a broad range of sports and clubs to suit just about every whim and fancy.

A modern campus

Providing the best education in the best possible facilities is a key aim at WIT and the Institute has invested heavily in its facilities for students over the last number of years. In our four campuses across Waterford city, recent developments have included the state-of-the-art Tourism & Leisure Building, Library Luke Wadding, Walton ICT Building, Student Restaurant & Gallery, Nursing & Health Sciences Building, St Dominic's Complex, ArcLabs Research & Innovation Centre, Irish National Biodiversity Records Centre and WIT Corporate Headquarters. Other projects in the pipeline include the Architectural Studies Building, Engineering & Science Building, Business & Enterprise Building and Student Services Building. Phased development of the 150-acre Carriganore Campus to include academic, residential, sports and catering facilities is well underway.

"WIT is a lively, fun, challenging and safe place to study, and to live."

Wonderful Waterford



Waterford, the oldest city in Ireland, is a wonderful mix of the old and the new, history, culture and innovation. It is a city of colour and excitement. A rapidly developing and progressive city, Waterford has many attractions - its galleries and Museums, its busy streets full of fascinating shops, small lanes to stroll through with 1,000 years of history meeting you on virtually every street corner, choice cuisine to suit every taste and every pocket, lively pubs and friendly smiles.

Craic, Spraoi agus Sport

If you are looking for the craic, then Waterford's the place for you. It's a unique place full of Déise men, blaas, crystal, hurlers, surfing.....A unique mix but a great mix all the same. It's just a nice place to be, a nice place to hang out. Why don't you come along and see for yourself?

The Sporting Life

Sport is a major part of everyday life in The Déise, be it participating or merely shouting on your team. Hurling is the first thing that springs to mind but the story doesn't just end there. Waterford is surrounded by water, both rivers and sea. There are lots of beaches in the county, with buses every hour to nearby Tramore, where students can take part in swimming, sailing, surfing and kite surfing. Waterford also has great facilities for horse riding, golf, GAA, walking trails, tag rugby, badminton and running. The list truly is endless. The Regional Sports Centre and the Kingfisher Club with its gym, pool and spa facilities are both within five minutes walk of the main campus at WIT.

Nightlife

Waterford has a great variety of pubs and nightclubs and a long theatrical and musical tradition. The local arts centre, Garter Lane, holds many exhibitions of art, design and photography and it runs regular workshops where young people can participate in drama, dance and other artistic activities. Garter Lane also has a modern theatre where the acclaimed Red Kettle theatre company stages most of its productions. The Theatre Royal hosts the Waterford International Light Opera festival each year along with a variety of other productions. College Hall on WIT's campus is now the centre of choice for large-scale musical events. Waterford has become a haven for good food at reasonable prices. Gourmet, vegetarian, ethnic, pizza and pub grub.....there's something to suit every taste.

Shopping

Waterford offers a choice to shoppers ranging from sophisticated fashion shops, craft shops, modern malls including City Square to superb delicatessens and colourful traditional, family owned shops. As the South East's shopping capital, the shops open seven days and late nights. If you want something a little less high-street, there are many exquisite and imaginative hand-crafted products produced in the city and county.



"It's a unique place full of Déise men, blaas, crystal, hurlers, surfing...."

International Office at WIT

The International office co-ordinates the admission, administration and support for International students. We recruit students from China, India, Saudi Arabia, Thailand, Malaysia, Japan, Korea, Pakistan, Kazakhstan, USA and many more countries worldwide.

We provide information to all our International students relating to Immigration, visa queries, working in Ireland etc. We also assist our international students in relation to further education or obtaining work after they have finished their studies here.

International students can visit the International Student Office Monday to Friday from 10:00 am – 12:00pm & 2:00pm – 4:00pm

International students can also email the International Student Office with their queries to international@wit.ie

From time to time international students require specific **letters** and the International Student Office organise these. Examples are as follows: letters to the Immigration officer to apply/extend their study permit, letters for re-entry visas, letters to visit other countries, letter to apply for a PPS (Personal Public Service) number, letter for opening a bank account etc. Students can call into the International office during the above times to request these letters.

All requested letters will take a minimum of 24 hours to complete.

The International office is also responsible for:

- Erasmus exchange programmes with European Union Universities
- Study Abroad programme in cooperation with American Universities
- Summer Schools

Staff Contact Details

| Title | Name | Email | Telephone | Query |
|----------------------------------|-------------------|--|-----------------|------------------------------|
| International Education Manager | Mr Don O'Neill | doneill@wit.ie | +353 51 845515 | Mexico, Brazil, Argentina |
| China Co-ordinator | Ms Helen Kang | hkang@wit.ie | +353 51 302039 | China, Vietnam |
| Saudi Arabia Co-ordinator | Mr Dick Moody | dmoody@wit.ie | + 353 51 302720 | Saudi Arabia, Dubai |
| International Administrator | Ms Fiona Purcell | fpurcell@wit.ie | +353 51 306124 | Student Welfare & Admissions |
| Exchange programmes Co-ordinator | Ms Selma Robinson | srobinson@wit.ie | +353 51 845506 | European Exchange |
| Latin America Contact | Mr Don O'Neill | doneill@wit.ie | +353 51 845515 | Mexico, Brazil, Argentina |

International Office Contact Details

Opening Hours: Monday - Friday
10:00am – 12:00pm & 2:00pm – 4:00pm

Address: International Office
WIT
Cork Road Campus
Waterford
Ireland

Telephone No: + 353 51 306124 / 302724

Fax no: + 353 51 302486

Email: International@wit.ie

Website: <http://www.wit.ie/International/>



Getting to Waterford

Application

The information given in this section applies to applicants for **undergraduate, postgraduate or the International Foundation programme** who are non-EU nationals, not refugees and not holders of an Irish school leaving certificate. It also applies to non-EU nationals who have completed English language courses or Foundation courses in Ireland or elsewhere in the EU.

For your application to be successful, you will need to satisfy the Institute's general entry requirements and also the requirements of your chosen course.

Our general entry requirements include a specified level of ability in English language. (Please see appendix for WIT English language entry requirements).

An International student application form must be completed for the Intensive English language Programme and all Undergraduate programmes. This form can be found at

<http://www.wit.ie/International/AdmissionProcedure/> and should be submitted online.

For postgraduate programmes, students should apply at www.pac.ie only. Please note there is a €45 application fee.

The requisite documents include a transcript of your school and/ or university results, evidence of English language competence (IELTS, TOEFL, Cambridge Certificate), a copy of the picture page of your passport. These can either be posted to the International office at the address above or can be scanned and sent in by email to international@wit.ie.

For **research postgraduate** applications, the number of places is strictly limited so you are advised to enquire about availability before you submit an application form. Application forms are available to be downloaded from our website. You should do this by email to international@wit.ie mark your e-mail 'Postgraduate Research Enquiry'. State clearly your current qualifications and outline the topic or subject area you wish to research. If you are advised that there is an opportunity for which you may compete, you should then submit an International Student Application Form. Applications for research programmes can be submitted at any time. Since such applications for postgraduate places involve detailed examination of each applicant and matching their aspirations and qualifications with WIT's capacity to supplying their needs, you should allow at least 6 months for this process.

It is important to note that you will be required to register for your course at WIT on the **date** that we tell you which will be posted on our website from 1st July. You must take up your place on this programme from the start of the academic term. Failure to attend could negate your entitlement to a study visa for this programme

Agents

WIT has agreements with educational agents and consultants in many countries. These people have extensive expertise and provide good guidance for course selection and assistance with all the application and visa application procedures. If you would like the name of a local agent, please contact the International office at WIT.

Deadline

The closing date for September entry is the end of May of each academic year. This applies to all undergraduate courses, taught masters programmes and the International Intensive English Language Programme.

The closing date for January entry to the WIT International Intensive English Language programme is the end of October. There are some postgraduate programmes that have a commencement date in January of each academic year. Please check our website for details of these programmes.

Applicants who require a visa should allow approximately three months for the WIT and visa application process.

Getting to Waterford Institute of Technology

In all probability you will be flying into Dublin airport. From Dublin, there are a number of possibilities for getting to Waterford. Please see below for the different ways of getting to Waterford.

Bus

Bus services are provided by Bus Éireann (www.buseireann.ie) to all major Irish centres, and by JJ Kavanagh & Sons (www.jjkavanagh.ie) to locations such as Dublin and Carlow. The JJ Kavanagh bus timetable can be viewed at: <http://www.jjkavanagh.ie/en/timetables>. The Bus Éireann station is located on the quays in Waterford opposite Dooleys Hotel and JJ Kavanagh & Sons stop at both the Bus Éireann station and on Parnell Street. Bus Éireann have ten daily services to Dublin Monday to Saturday with five on a Sunday. JJ Kavanagh & Sons have ten daily departures to Dublin Monday to Saturday and nine on a Sunday.

Rail

Trains also operate from Dublin to Waterford. For timetables please see <http://www.irishrail.ie/>

The main train station at Waterford City is Plunkett station. It is located across Edmund Rice Bridge on the north side of the Suir.

There are seven daily connections to Dublin; 4 daily connections to Limerick Junction; and 1 direct daily connection each way to Rosslare Europort and onwards to Wexford. There are no direct passenger services between Waterford and Cork since the Waterford to Mallow line closed to passengers in 1967. A change at Limerick Junction allows passengers to join the Dublin-Cork line.

Airport Pick Up

If the International office is given sufficient notice we can arrange for an airport pickup by taxi for the student from any airport to Waterford. Please fill out the Taxi pick up form available on our website. The cost of this is €100 per student.

Accommodation

Campus services at WIT publish a list of available accommodation and an advice booklet for incoming students. WIT strongly advises all students and their advisors to read this booklet before making any accommodation arrangements.

The accommodation office manages over 1500 bed spaces in various locations throughout the city. The accommodation office can be contacted on accommodation@wit.ie

WIT has self-catering accommodation (College Fields) on the campus in the form of single study rooms each with en suite facilities. Each group of three or four apartments shares a living room and a kitchen. All apartments are fully furnished and equipped, and crockery and cutlery are supplied.

Manor Village is WIT's newest student accommodation facility located on the Cork Road about two kilometers from the main Cork Road campus and approximately 400 metres from the College Street campus. The facility has 468 beds spaces, 16 of which are twin rooms.

An e-learning centre which includes the provision of a lap top and connection to the institute network will be provided at an extra cost. Manor Village can be contacted on manor@wit.ie

The excellence of the accommodation for students is one of the reasons for WIT's great popularity with International students.

Full details of campus accommodation with photographic views can be found at

http://www.witstudentservices.com/accommodation_services.php

Applications for campus accommodation can **only** be made online at <https://tcasonline.wit.ie/TCasOnline/>

Applications are processed on a first come first serve basis. A deposit of €400 is required if you are successful in getting campus accommodation. Please ensure that you have a credit card with you when making the online application.

The accommodation office also has a list of home stay accommodation. Contact the office via their email address for this list.

**Sunday Times "Institute of Technology of the Year
2009/2010"**

IMMIGRATION INFORMATION

For further information on your rights as an international student in Ireland please see:
<http://www.immigrantcouncil.ie/factsheets.htm>

Visa Requirements

It is the responsibility of applicants to check the visa requirements for study in Ireland. The Department of Justice, Equality and Law reform is responsible for determining Irish immigration policy

<http://foreignaffairs.gov.ie/services/visa>

Non EU applicants must apply for a visa to the Embassy of Ireland or the Consulate in their home country. It is the responsibility of the applicant to organise a study visa prior to arrival in Ireland. If the applicant is offered a place at the institute, they can apply for their study visa. On payment of tuition fees the student will be issued a receipt from WIT. This receipt must be submitted to the visa authorities along with other required information (see below). If the visa authorities are satisfied that the conditions of the visa application are met, a full and final study visa will be offered to the student (provided they submitted other required documents – see below). It is important to remember that this process can take several weeks and you should allow for this when you are planning your admission date.

In their application, students will also be asked to supply the following information:

- Valid passport number
- Date of issue and expiry of passport
- Date, place and mode of arrival in Ireland
- Letter of offer
- Letter indicating the source of funding to cover fees and maintenance
- Visa application fee
- Evidence of Health Insurance

The following conditions normally apply to Irish study visas:

1. You must attend classes for at least 20 hours per week. Your attendance will therefore be monitored and WIT will report periodically to the visa authorities.
2. You may undertake paid work up to 20 hours per week during term time and 40 hours during holidays.

Registering with the Garda National Immigration Bureau

All students from outside the EU/EEA must register in person with the Garda National Immigration Bureau (GNIB) if living in Dublin or with their local police station if living outside Dublin e.g. Waterford. It costs €150 to register with the GNIB per academic year. Credit cards or laser cards are accepted to pay this fee. The following is a list of the things you need to bring with you when registering with the Garda Immigration Bureau:

1. Your passport
2. A letter from the International Office at WIT, addressed to the Immigration Officer, stating you have paid your fees in full and that you are undertaking a full time programme. This letter will state the name and duration of your programme.
3. Bank statement (this needs to show a minimum of €3,000.00 in your account)
4. Original receipt from WIT showing that you have paid your tuition fees in full.
5. Evidence of Health insurance
6. If you are transferring from another college in Ireland, you will need an attendance report.

The Garda National Immigration Bureau also expects proof that you will have sufficient funds to cover your period of study in Ireland.

Contact Details:

Pat Duggan, Immigration Officer, Waterford Garda Station, Waterford Telephone: + 353 51 874888

Graduate Study Permit

All students who have successfully completed their programme of study are entitled to a graduate permit for one year. This permit will be issued from the date that the student's final results were received and will expire one year after that date. The reason for this permit is to allow students to actively pursue employment in the field that they have studied.

New student guidelines have been developed in relation to student visas and the length of time students can remain in Ireland. Students should read these at: <http://www.inis.gov.ie/en/INIS/Pages/Student%20Guidelines%20-%20New%20Immigration%20Regime%20for%20Full%20Time%20non-EEA%20Students>

Renewing Study Visas/ Applications for Re-Entry Visas

International students who are studying full time in Ireland must ensure that they renew their visa annually, usually in September or whenever their study visa expires. This can be done through the local Immigration officer in Waterford at a cost of 150 per year.

The visa office (Dublin) will issue re-entry visas for students who may wish to travel home or travel to Europe or further afield for Christmas or the summer months. Letters for these can be requested from the International as mentioned above.

Contact Details:

13 – 14 Burgh Quay, Dublin 2

Telephone: + 353 1 6669100

Opening hours: Monday to Thursday 8.00 am–10.00 pm

Friday 8.00am – 4.00pm & Saturday 10.00 am–2.00 pm

Re- Entry visa application forms can be downloaded from the following link:

<http://foreignaffairs.gov.ie/services/visa/reentry.pdf>

Travel Visas within the European Union

If an international student wishes to travel to another European Union country for holidays they must apply for a travel visa from the destination country's embassy. For a list of embassies in Dublin please see

<http://www.embassyworld.com/embassy/ireland2>

Schengen Visas

Please note that this visa information only applies to short-term visas (i.e. duration of up to 3 months). Please follow this link for a list of Schengen countries: <http://www.axa-schengen.com/en/schengen-countries>

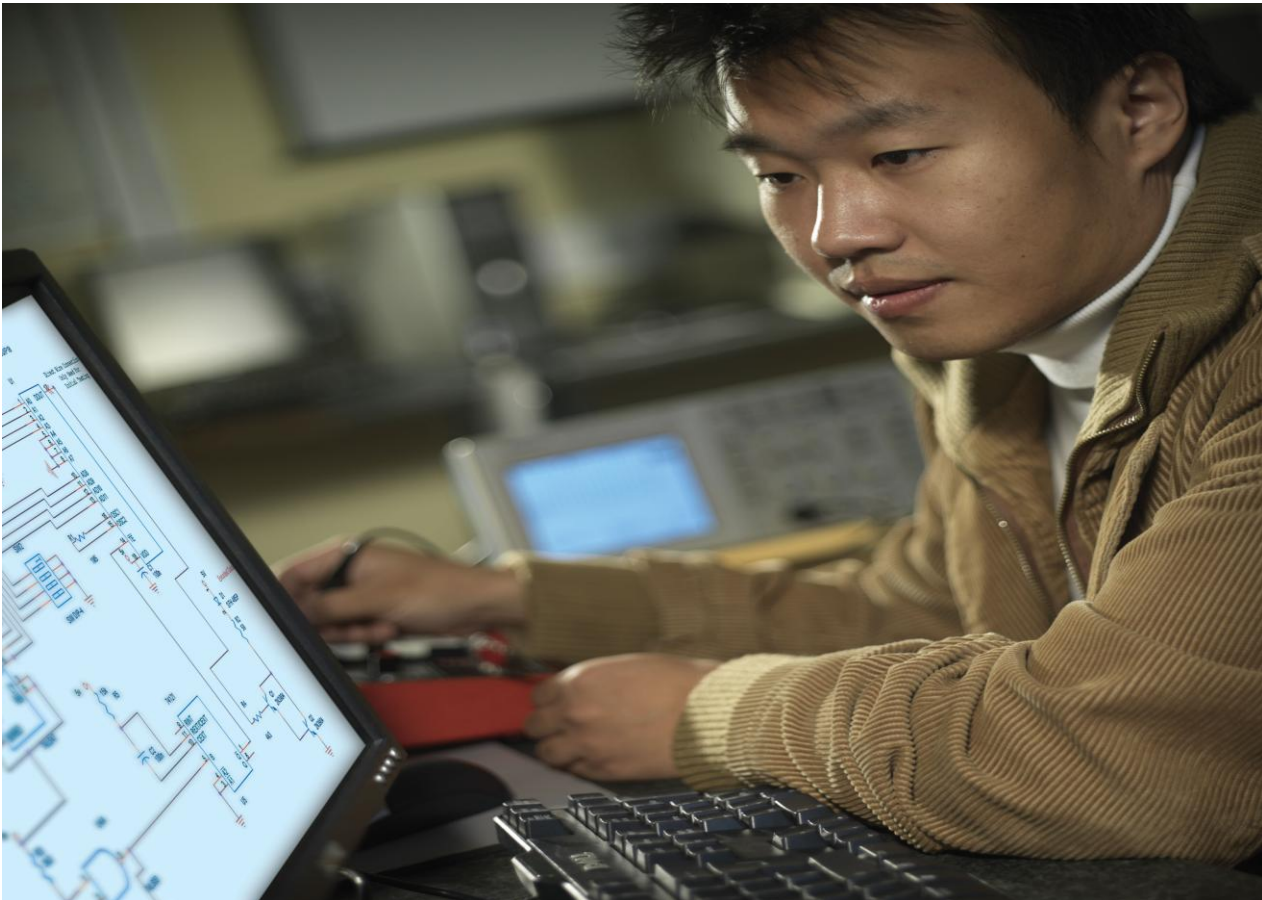
If you are not sure whether you require a visa to visit a particular Schengen country, please call the Schengen information line of the Embassy of that particular Schengen country.

The issue of a Schengen visa is discretionary and depends on examination of each individual case, including purpose of visit and intention to return. If you intend to visit one of the Schengen countries for business, as a tourist or for a personal/private visit, you must firstly obtain a Schengen-visa. This enables you to visit and move freely within the Schengen countries during one trip within the validity of the visa.

If you want to visit one Schengen country, you should apply for the visa at the Embassy or Consulate of that country. If you want to visit several Schengen countries, apply at the Embassy or Consulate of the country of your main destination. If you intend to visit several Schengen countries, but do not have a main destination, you should apply at the Embassy or Consulate of the Schengen country of your first port of entry.

For an application form please visit <http://www.ambafrance.ie/IMG/pdf/visa1-2.pdf>

For all the above visas, a letter to confirm that the student is a registered student of WIT is required. Students can request these letters from the International office Monday to Friday 10.00 – 12.00 & 2.00 to 4.00pm.



"It's a great course, demanding but very enjoyable. With this degree, I can work anywhere in the world."

International Students working in Ireland

Entitlement to Employment

International students do not need a work permit to work in Ireland.

- EU/EEA nationals have the same entitlement to take up employment as that of an Irish person.
- Non-EU/EEA students are entitled to work up to 20 hours part-time per week during term time and full-time (40 hours per week) during the college holidays.
- Students on a graduate study permit are entitled to work forty (40) hours per week for the duration of this permit.
- The entitlement to take up employment ceases once your student visa runs out.

Personal Public Service (PPS) Number

All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number.

- Applications are made through your local social welfare office. In Waterford the address is: Government Offices, Cork Road, Waterford. Tel: 051 356000.
- You will need to take the following along with you:

EU/EEA Students:

- Passport
- Proof of Address (normally a bank statement in your name will suffice)

Non-EU Students:

- Passport
- Garda Registration Card
- WIT Student Card
- Proof of Address (normally a bank statement in your name will suffice)
- Letter from International Student Office

Students Carrying Out a Work Placement while Studying in WIT

Some students will complete a work placement as part of their programme in WIT. Students are entitled to work full time and to receive a salary. If you are placed outside of Waterford, you will need to register with the Garda in the new locality where you are working. You will need to tell them when you arrived and when you will finish.

Tax Relief for Tuition Fees

For information on tax relief please contact the tax office in Dublin on 051-862100 the Central Telephone Information Office in Dublin at (01) 8736100. Lo-Call 1890 605090 or Revenue's web site at www.revenue.ie

GENERAL SERVICES

Student Union

All full-time registered students are automatically members of the student's union.

The union's main activities within the institute are to:

- Represent your interests
- Lobby for your needs
- Protect your welfare
- Support your initiatives

The union actively seeks to prevent problems arising for students. It is both a strong lobbying and representative organisation working on behalf of the students of WIT. The union may also intervene on students' behalf in possible areas of conflict such as academic problems, accommodation and personal difficulties, access and retention in third level education, as well as safeguarding students' rights on a wide range of issues within WIT and on a national scale.

The union also lobbies government bodies and relevant authorities on issues of interest to our members such as student grants.

Contact details are found at <http://www.witsu.ie/>

WIT Libraries

Visit the WIT library website at www.wit.ie/library

Two libraries serve Waterford Institute of Technology - the Luke Wadding Library on the Cork Road Campus and College Street Campus Library. Students have full access to both libraries, regardless of which campus they are based at. Open since 2000, the Luke Wadding Library is the Institute's main library and is one of the largest and most innovative third-level libraries in Ireland. The library is extremely well-equipped with over 1,200 reader spaces and a collection in the region of 200,000 items. All reader spaces are networked and there are over 150 student workstations all with full Internet access. In addition to its large volumes of books, the library holds over 10,000 journal/periodical titles between electronic and print versions. It also houses considerable video, language and multi-media collections, to which all registered students have access. The main library opens for over 60 hours per week during term time including night opening and Saturday mornings.

Luke Wadding Library is an energy efficient 'green' building and has won important architectural and Department of the Environment sustainable building awards. The building underpins WIT's commitment to being a regional centre of excellence and a world-class learning environment.

The library caters for student group study and has dedicated quiet study areas to facilitate different modes of learning, self-service book checkout, a suite of seminar rooms, language room with a/v material, inter-library loans, thesis room, Electronic Learning Centre, Information/Reference Desk, English Language Centre to support and assist students from non- English speaking backgrounds, Assistive Technology area fully equipped with hardware and software to aid users with particular or special learning needs. The main library also includes dedicated postgraduate study areas and meeting rooms and a dedicated staff reading area.

The library's ancillary services facilities include photocopying and printing stations, a cafe and bookshop. All these services can be utilised with your WITCard. Membership of both libraries is automatically conferred upon students following full registration.

College Street Library

Most library services are also available at the Institute's branch library in College Street Campus, often referred to as the Good Shepherd Library. College Street maintains important collections in humanities, law, art and design, music, nursing and healthcare. Students based in College Street retain the same library privileges as students based on the Cork Road campus. For more up-to-date information and developments at WIT Libraries visit www.wit.ie/library or drop in and have a look around.

Institute Head Librarian: Mr. Ted Lynch
Luke Wadding Library Tel 051-302823
College Street Library Tel 051-302262
E-mail: libinfo@wit.ie

WITcard Office

The WITCard is the official identification card for students and staff at WIT. The WITCard is multi-functional in that it is used for numerous services on campus e.g. library, identification, printing, photocopying, point of sale, vending, access control and much more

Your WITCard offers convenience, flexibility and most importantly security. Each student has his or her own confidential WITCard account, so you no longer have to fumble in your pocket for loose change!

Avail of up to 25% discount when using your WITCard. Please visit <http://www.witcampusservices.ie/WITCard/> for more details on the WITcard and details of the shops where you can enjoy a discount if you use your WITcard.

Opening a Bank Account

The Allied Irish Bank (AIB) is based in the Cork Rd campus in WIT. This banking service is available for all students of WIT and all International students are welcome to open a bank account provided they are a registered student and hold a WIT student card.

If you wish to open a bank account with the AIB in WIT, you should bring the following:

1. Passport or WIT Student Card
2. Letter from International Student Office, addressed to the Bank, stating your correspondence address in Ireland and the name and duration of your programme.

Clubs & Societies

There are many active student clubs within the institute providing opportunities for students to participate in sporting, cultural and academic activities. In most cases the societies are organized by students and thus provide an opportunity for them to test and develop their organizational, fund-raising and social skills. Students are encouraged to start new societies to cater for other interests.

Societies may apply to a joint staff-student committee for capitation funds to help them meet their running costs. Many of the societies, especially those involved in sport, drama and music, take part in competitions with other third-level educational establishments and have achieved great success.

Visit the Clubs & Societies website for more information.

There is an International student society within WIT and we would encourage all new students to join this society to meet new students and to engage in the events that are run throughout the year.

Campus Shopping

The campus shops sell many commodities required by students, to make your life that bit easier - for example, writing materials, drawing instruments, confectionery, sportsgear, clothing, computer disks, newspapers, textbooks, bus tickets, stamps, batteries and so on all at competitive prices.

The Project Spot

The project spot provides a wide range of secretarial services for students including typing, document binding, photocopying, transparencies, printing, lamination, fax service, past examination papers and a desktop publishing and scanning service.

Fitness suite

This is a facility available to students of WIT to help them enjoy health and fitness in style and comfort. It is open seven days a week. All International students can enjoy a discount when they join the WIT fitness suite. Please ask the International office for details.

Campus Restaurants

Food on the campus is second to none and our ethos is to provide healthy, freshly prepared, tasty food. There are a number of restaurants on campus which cater for all tastes:

- The Gallery
- The Dome
- The Hot House Bistro
- Oscars
- The Good Shepherd Canteen
- Browne's Road Restaurant
- Traditional Kitchen
- Hillside Café, Carrigrohane

Computer Services

WIT has a wide range of central computer facilities available to students and staff, including email, internet access, printing, multimedia, and specialised software for courses. All students are issued with an email address at registration. It is normally the students WIT ID. number e.g. 12345678@wit.ie Students are also given a password to activate their account.

"It's just a nice place to be, a nice place to hang out...."

Student Welfare



International Student Support

In WIT support services are viewed as an intrinsic aspect of student development and a complement to academic affairs. Within the Institute a quality student support strategy is achieved by the integrated operation of Student Life and Learning, the medical centre, the chaplaincy, student counsellors and the careers' office thus providing a holistic service catering for the personal, medical, psychological, financial and certain academic needs of the students.

In the case of international students, access to support services is coordinated by the International office.

WIT employs a dedicated support Co-ordinator for International students who provide the following services:

- Providing pre-arrival information and advice for overseas students about travel, visas, accommodation etc.
- Telephone contact and support for emergencies
- Liaising with parents and agents.
- Arranging for students to be met at the airport on arrival in Ireland, if necessary
- Providing induction meetings for international students to assist them to become familiar with basic life skills in a new country and to prepare them for their studies
- Assisting students to integrate into their classes
- Providing a social programme to assist international students to get to know each other and to enjoy the experience of living abroad
- Co-ordinating English language support for international students
- Acting as an advocate for students who encounter specific problems such as health, finance, accommodation, academic.

Medical Centre

WIT has its own medical centre, which opens from 8.30am to 5.15pm daily. In addition to this, a pro-active strategy in relation to student health has been developed. This involves a series of health promotion activities relating to mental health, sexual health and alcohol awareness taking place in both campuses throughout the academic year.

The WIT Medical Centre is staffed by 4 doctors and 2 nurses to provide a convenient and affordable medical service of the highest standard to students.

The Institute Nurse – Louis Nevein, promotes health and well-being at WIT and liaises with the Medical Centre and the Chaplain's Office.

Counselling Services

WIT also provides a free and confidential counselling service. This service operates in both College Street and Cork Road campuses and provides a confidential service for students experiencing personal difficulties or academic anxieties.

Chaplaincy

Pastoral care for students is provided on a day-to-day basis through the institute chaplain, Fr. David Keating. This, like all support services is student focused and the pastoral care work follows through to home and family life especially with regard to illness, bereavement and loss.

Careers' Centre

The purpose of the Careers Centre is to help students make informed careers decisions, set realistic career targets and develop the skills necessary to accomplish their goals. The Careers Centre provides a range of services to help meet their careers planning, job search, careers development and management needs of WIT students and recent graduates.

We offer many services and encourage you to use these throughout your time at the Institute from first year through postgraduate studies to after graduation.

The careers advisor is Angela Collins and the office can be contacted by email at careers@wit.ie or by telephone on + 353 51 202038. The office opens from 9.00am to 4.00pm Mon – Thurs and 10.00am to 12.30 on Fridays.

Health Insurance

Students applying for their visa to come to Ireland to study or renewing their study permit, must show evidence Health insurance. The three main private health insurance companies in Ireland are VHI , and Aviva. Further details regarding private insurance for non-EU (or EU) students can be obtained from:

VHI Healthcare

IDA Business Park, Purcellsinch, Dublin Road, Kilkenny
Tel: 1850 444444 (within Ireland) + 353 56 775 3200 (from abroad)
Website: <http://www.vhi.ie/>

Quinn Healthcare

Eastgate Business Park, Little Island, Co Cork
Tel: 1890 89 1890 (within Ireland) + 353 21 202 2991 (from abroad),
email: info@Quinn-healthcare.com
Website: <http://www.quinn-healthcare.com/>

Aviva Health

PO Box 764, Togher, Cork, Ireland
Tel: 1890 717 717 (within Ireland) + 353 1 481 7840 (from abroad)
Email: support@avivahealth.ie
Website: <http://www.aviva.ie/>

Students with a Disability

Support for Students with Disabilities

Waterford Institute of Technology is committed to implementing a policy of equal opportunities for people with disabilities. Focusing on ability the Institute ensures that people with disabilities are facilitated, by providing all reasonable accommodations to meet their requirements.

The aims of the Disability Support Service are:

- To affirm the ability of students with disabilities to pursue their chosen courses of study.
- To support students with disabilities by offering a range of services, e.g. Assistive Technology Resource Centre, Study Skills Programme for dyslexic students, etc. Please refer to Maura Lardner's *Teaching Strategies which help Dyslexic Students*. See also the marking guidelines for dyslexic students below.
- To raise awareness of the rights and needs of persons with disabilities throughout the Institute and the wider community.

A part-time Disability Coordinator is available to meet students pursuing courses at the Institute. Students are encouraged to meet the Disability Coordinator as soon as possible to ensure that all necessary arrangements are in place.

European Social Fund: Applications for students with disabilities are required to be submitted to the Department of Education and Science by mid-October of each academic year.

Support Services are offered to students who are visually and/or impaired, students with mobility difficulties, students with learning difficulties including dyslexia, students with hidden disabilities such as mental health difficulties, epilepsy and other physical conditions.

The confidential service provides an individualised, customised response to each student's needs, focusing on the individual and not the disability.

Specific Exam Accommodations

CHART is the Centre for Helping, Access, Retention and Teaching at WIT. In conjunction with the Institute's Examinations Secretary Student Life and Learning makes recommendations specific to each student's needs. These accommodations can include:

- Provision of Examination papers in alternative formats
- Access to specialised technologies
- Provision of Scribes
- Written communication for hearing impaired students
- Extra time

The Support Service for Students with Disabilities offers Study Skills Programmes for students with dyslexia.

Student Life and Learning works directly with the Disability Liaison Committee and with Academic, Technical and Administrative staff as appropriate, together with Government Departments and Voluntary Agencies.



**"WIT is friendly, fun, organised, professional.....
it's deadly!"**

Exams

Assessment is normally by a combination of continuous written assessments, projects, assignments and practical tests throughout the year and written exams held at the end of each semester (December and May) with each exam being approximately 2 hours long. These procedures may vary depending on the programme of study chosen.

PUBLICATION OF RESULTS

Both semester 1 and semester 2 results are published online. Students can access this with their student ID number and a password that they are given when they register for their programme of study at WIT. Students are also posted their full exam results (semester 1 & 2) in June.

Autumn repeat exams are normally held in August and the exams results are published as above in September.



"I'm having the best time of my life.....really enjoying it"

Appendix

Useful Numbers & Website Addresses

Visa Office

Department of Foreign Affairs
13/14 Burgh Quay
Dublin 2
+ 353 1 663 1000
www.foreignaffairs.gov.ie

Department of Justice

13/14 Burgh Quay
Dublin 2
+353 1 616 7700
www.justice.ie

Garda National Immigration Bureau

13/14 Burgh Quay
Dublin 2
+ 353 1 666 9100
gnib@iol.ie

Irish Council for Overseas Students

41 Morehampton Road
Dublin 4
0 353 1 660 5233
www.icosirl.ie

Local Numbers

Waterford Regional Hospital

Dunmore Road
Waterford
051-848000

Garda (Police)

BallyBricken
Waterford
051-305300

Taxis

Rapid cabs
Parnell Street
Waterford
Tel: 051-877778

JJ Kavanagh Buses

info@jjkavanagh.ie
Tel: 0818 333 222

Timetable: <http://www.jjkavanagh.ie/en/timetables/print-pdf>

Bus Eireann

Gerry Madden, Services manager
Bus Eireann, Plunkett Station, Waterford
Tel: 051 873401

Timetables: <http://www.buseireann.ie/inner.php?id=237>

Irish Rail Timetable

Customer Relations Department
Northern and Eastern
Iarnród Éireann
35 Lower Abbey Street
Dublin 1
Telephone (01) 703 2601

Timetables: http://www.irishrail.ie/your_journey/timetables.asp

